

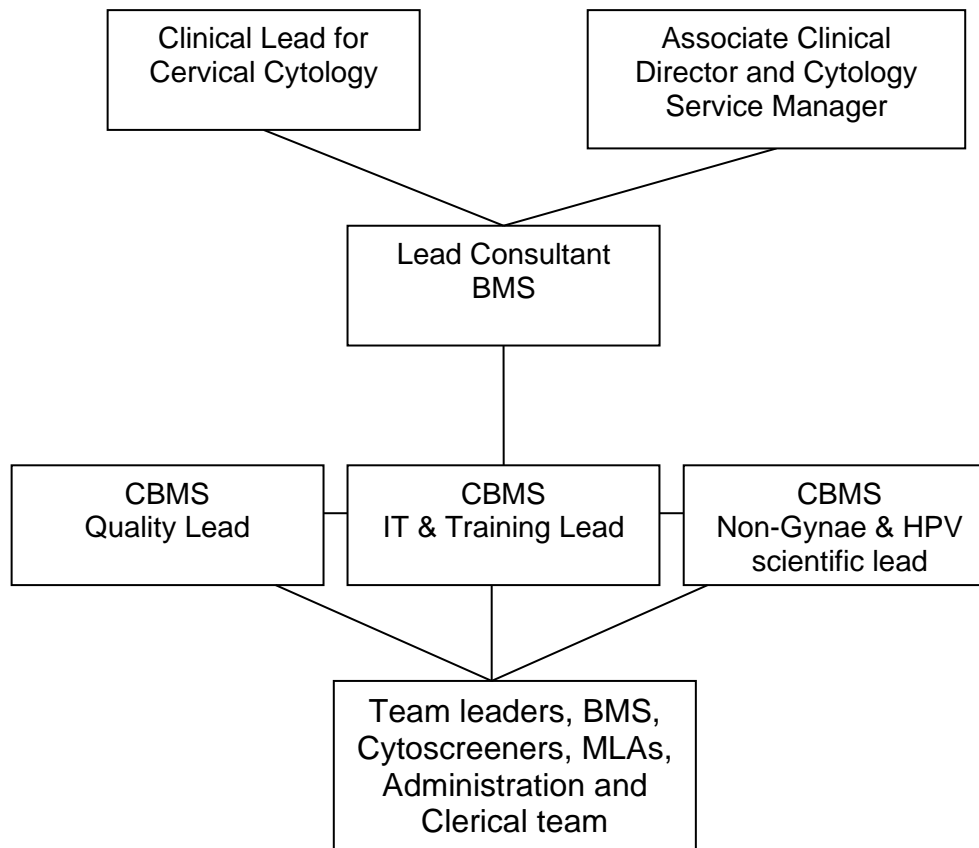
Job Description

JOB TITLE	Consultant Biomedical Scientist
GRADE	Band 8b
REPORTS TO	Clinical Lead for Cytology, Consultant Biomedical Scientist
ACCOUNTABLE TO	Cellular Pathology Manager
DEPARTMENT	Cytology
DIVISION	CDCS
DATE	August 2023

JOB PURPOSE

- Work at consultant level in cervical cytopathology, independently reporting cervical screening samples, consistent with the competency defined by the Royal College of Pathologists and the Institute of Biomedical Sciences.
- Responsible for performing specialist clinical scientific procedures which result in the interpretation of biological samples that contribute to the diagnosis, treatment and monitoring of diseases and the investigation of other pathological processes. Specifically, the post holder will concentrate on the cytopathology of the Female Reproductive System from the receipt and preparation of samples through to the microscopic interpretation of those samples in order to produce a diagnostic report and suggest patient management and treatment.
- To work within the consultant team for cervical screening, and the scientific staff of the laboratory, to provide the diagnostic service. This will include leading the Cytopathology discussion at multidisciplinary team meetings, providing expert opinion to ensure that patient treatments are appropriate and effective, giving expert opinion to inform decision-making.
- Have the autonomy and freedom to act to perform an expert practitioner role, as a Consultant BMS, and provide specialist advice to clinicians and users of the service regarding cervical cytology tests and results.
- Work proactively and constructively with the Clinical head of service, Cellular Pathology ACD, other CBMSs and the Cytology service manager to ensure delivery of a high quality, efficient and effective specialised Cytopathology service which meets all national and local standards.
- Responsible for professional and technical training of team members
- Provide and co-ordinate clinical technical services including research and audit. Developing the Cytology team in line with departmental and trust objectives.
- Deputise for the HBPC, Cellular Pathology Service Manager and other Clinical Cytologists (with respect to their clinical and rotational duties) when necessary.
- Input to the development of business, financial and Human Resource plans for the service including service provision, new technological developments and their subsequent implementation.
- Revise, review and develop policies, protocols and standing operating procedures within the department in conjunction with the senior management team.

ORGANISATION CHART



DIMENSIONS

The cytology department provides a cervical screening service for the East Midlands region, covering Derbyshire, Nottinghamshire, Lincolnshire, Leicestershire, Northamptonshire, and East Staffordshire. The department also provides a non-Gynae cytology service for UHDB and is aligned to provide the following turnaround times based on a 5-day working week:

- Cervical cytology
98% of results back to the patient within 14 days of sample being taken.
- Non- Gynae Cytology
75% of results available within 7 days of receipt in the laboratory.

Working within a team of Pathologists, CBMSs, Cytology Service Manager, BMS Team Leaders, Biomedical Scientists, Cytoscreeners, Medical Laboratory Assistants and Administration and Clerical support staff to report around 300,000 cervical screening and 5000 non-gynae cases per year.

The service is organised and managed on by the cytology service manager supported by the professional (CBMS) leads for Quality, Non-Gynae, I.T and Training. Team Leaders co-ordinate the day-to-day operational activity of the laboratory and support staff, dealing with first line HR/management, Quality and Risk issues. A total of 57 WTE staff is budgeted to provide the service.

KEY RESULT AREAS**Consultant BMS Role**

- Demonstrate advanced knowledge, skills and experience within cervical cytology and to be responsible for the independent interpretation and reporting of all grades of cytology samples, giving clinical advice on patient management and follow-up recommendations.
- Present complex clinical interpretations of disease to medical and scientific peers, using audio visual equipment and using appropriate communication skills to offer expert opinion on interpretation to facilitate patient management.
- Present the Cytopathology diagnosis verbally and through case presentation, at Multidisciplinary team meetings to ensure the correct interpretation of diagnostic findings and patient management.
- Provide specialist information and advice to other Health Professionals, refer on requests for information outside your own area of competency to the appropriate specialist seeking advice as required.
- Use analytical, interpretative, and judgmental skills to determine the pathological and clinical relevance of laboratory tests.
- Order ancillary tests (eg hrHPV, Immunohistochemistry) when appropriate
- Provide clinical management recommendations for patients with gynaecological abnormalities.
- Work with the lead clinician, Consultant BMS in Cytology and the departmental manager, to provide strategic direction for the service, ensuring the service is developed in line with national and local policy.
- Participate in primary screening, rapid review, checking and reporting of all grades of smears, giving appropriate management recommendations. Mandatory requirement to participate in the national EQA Gynae cervical cytology scheme.
- Proficiently enter result data onto the LIMS and be able to interrogate the system to access patient information.
- Participate in education, training, and development of departmental clinical, technical and support staff grades as required. Including clinical trainees on rotation in cytology and multiheader peer review for difficult cases.
- Participate in the colposcopy multi-disciplinary team meetings (MDT's) for our provider units. Case reviews and communication with clinicians and colposcopists ensuring correct patient management is provided based on cytological findings including being able to challenge and advise established medical opinion and patient management based on specialist knowledge and expertise.
- Participate in the audit of new cervical cancer cases diagnosed at Derby Hospitals, to include smear reviews, and other audits as required for educational, internal quality control and clinical governance purposes.
- Screen and give a diagnostic opinion on non-gynaecological samples for subsequent consultant opinion and reporting.

- Monitor and assess the performance of all Cytology staff. Ensure education, training and development is in line with departmental and Trust objectives.
- Interrogate, collate, interpret, and present data from local and national reports as well as local and national Information systems (open Exeter, NHSCSP returns, Cycles).
- Produce, compile, analyse and validate data on departmental activity, workload and performance preparing reports for colleagues, cellular pathology senior team, pathology business unit, external QA, Commissioners, community practice and screening leads and national returns.
- Participate in the training of colleagues, medics, sample takers and other clinical staff as required by the local health community.
- Contribute to the development of business, financial and Human Resource plans for the service.
- Participate in CPD, ensuring personal standards of scientific/technical proficiency are maintained to the highest levels.
- Participate in both internal and external quality assurance schemes adopted by the department, to include annual EQA assessment and mandatory updates held at an accredited Cytology Training Centre.
- Undertake other duties as delegated by Clinical Lead, Consultant BMS or Cellular Pathology Manager which is appropriate to grade.

Training & IT professional Lead

- Responsible for the planning of training, education and development of staff in cytology and / or the medical training, dependent upon WTE percentage working hours.
- Organise education & training programme for the development of Pathology Registrars on rotation in Cytology.
- Assist in the identification of funding streams for staff to attend meetings and / or undertake qualifications.
- Co-ordinate the Trust's input into the training programme for sample takers in the community.
- Promote an environment of Continual Professional Development.
- Organise education & training programme for the development of Pathology Registrars on rotation in Cytology.
- Attend Pathology Training meetings.
- Supporting the IT team to deliver the service as required.
- Supporting the Quality Team and Cytology Service Manager with the audit of the cervical cytology service and produce statistical analysis to Regional Quality Assurance (QARC) and to the Department of Health.

Quality / Clinical Audit / H&S and Risk

- To monitor and assess the performance of all staff within the department against national standards, including the correlation of cytology with histological diagnoses for Consultants and Clinical Cytologists.

- Participate with the audit of the cervical cytology service and produce statistical analysis to Regional Quality Assurance (QARC) and to the Department of Health.
- Monitoring and implementation of Risk Management policies, ensuring all legal requirements are maintained.
- Ensure the process for SIAFs and incident reports is adhered to in a timely manner.
- Act as the lead manager for governance and risk in line with Trust policy for the cytology operational service.
- Promote systems for clinical quality and safety improvement within the department to include, where appropriate, external benchmarking.
- Identify and establish methods to reduce areas of clinical and physical risk within the department (ie error logging).
- Manage the Datix system for Cytology related near miss / incidents in a timely manner escalating where appropriate.
- Act as named lead for coordination of NHSCSP GEQA and TEQA schemes.
- Responsible for the collation and feedback on sample taker quality and performance to the LAT.
- Attend Cellular Pathology Quality meetings, reporting on Quality, Risk and H+S issues relevant to Cytology service.

HPV & Non-Gynae professional lead

- Develop and implement SOPs relating to Non-Gynae in consultation with Clinical Head of Cytology and other Consultant BMSs.
- Review and revise existing practices as necessary ensuring progressive solutions, which take into account models of best practice and the best use of innovative technology and resources are incorporated in to service and future plans.
- Monitor and assess performance of Non-Gynae and HPV services including training materials and resources to highlight deviations from service quality indicators.
- Ensure the safe and effective running of the HPV molecular process.
- Promote an environment of Continual Professional Development.
- Review and revise existing practices as necessary ensuring progressive solutions, which take into account models of best practice and the best use of innovative technology and resources are incorporated in to service and future plans.

General

- Observe strict confidentiality over all departmental matters to protect patient's privacy.
- Participate in annual joint review according to Trust Policy
- Have an annual appraisal by Lead BMS / Service Manager
- Act as a role model and ensure that all team members and others visiting the area give a high priority to policies and procedures relating to infection control in order to maintain a safe clinical environment for everyone.

PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

	Essential	Desirable
Education, Training and Qualifications	Advanced Specialist Diploma in Cervical Cytology	

CPD Requirements	<p>Master's degree in biomedical science</p> <p>HCPC registration</p> <p>NHSCSP Certificate in Cervical Cytology.</p>	
Experience & Knowledge	<p>Significant experience in cervical cytology, with significant experience as at least senior BMS level.</p> <p>Mandatory CPD participation.</p> <p>Mandatory EQA participation</p> <p>Mandatory attendance at Cervical Cytology update courses as required by NHSCSP.</p> <p>Experience of Non-gynaecological screening service inclusive of sample preparation techniques, diagnostic analysis and adjunctive testing. Attained through in-house and external training.</p>	
Skills and Ability	<p>Highly developed hand-eye coordination and precision.</p> <p>Good visual acuity</p> <p>Basic keyboard skills are required for accurate data input, retrieval, interrogation and manipulation.</p> <p>Ability to contribute to the formation of strategic plans for the department ensuring cervical screening service is developed in line with national policy e.g., LBC conversion, HPV Implementation</p>	
Communications and interpersonal skills	<p>Able to carry out an expert practitioner role in cervical cytology, providing a consultancy service- giving professional advice and leadership to colleagues, clinicians, commissioners and the wider health community, across a number of different Trusts, on all matters relating to the NHSCSP i.e. MDT participation, and deliver effective inter-personal relationships.</p> <p>Good presentation skills</p> <p>Good verbal communication</p> <p>IT power point skills</p> <p>Listening, empathy and reassurance skills</p> <p>Provide effective feedback to work colleagues, ensuring expectations</p>	

	are clear and attainable.	
Values and Behaviours	Exhibit the behaviours and values of the UHDB Trust Compassion <ul style="list-style-type: none"> • Kindness • Integrity • Thoughtfulness Openness <ul style="list-style-type: none"> • Showing inclusivity and respect • Collaboration • Actively listening Excellence <ul style="list-style-type: none"> • Take responsibility • Continually learn and grow • Challenge 	
Other requirements		

Person Specification

Communication and relationship skills

- Carry out an expert practitioner role in cervical cytology, providing a consultancy service-giving professional advice and leadership to colleagues, clinicians, commissioners and the wider health community, across a number of different Trusts, on all matters relating to the NHSCSP i.e. MDT participation, and deliver effective inter-personal relationships
- Interpretation of subtle changes on slides can be highly complex and the clinical cytologist must be able to communicate their perceptual judgement to a wide variety of clinical and non-clinical colleagues.
- Provide education and training to departmental staff and colleagues as above requires the following: -
 - Presentation skills
 - good verbal communication
 - IT power point skills
 - Motivational skills
- Management level skill requires the following:
 - Negotiation and persuasion skills
 - Listening, empathy and reassurance skills
 - Familiarity with own management style and ability to adapt to others and difficult situations.
 - Provide effective feedback to work colleagues, ensuring expectations are clear and attainable.

Knowledge, training and experience

- Advanced Specialist Diploma in Cervical Cytology links to professional doctorates and demonstrates an advanced theoretical and practical knowledge required for this specialist field at the highest level of clinical practice and consultation.

- Master's degree in Biomedical Science
- HPC registration
- NHSCSP Certificate in Cervical Cytology.
- Significant experience in cervical cytology, with significant experience as at least BMS 2 grade (Team leader role)
- Thorough in-depth knowledge of all principles and practice of the NHSCSP, including Call/Recall, primary care, laboratory colposcopy and failsafe procedures.
- Mandatory CPD participation.
- Mandatory EQA participation
- Mandatory attendance at Cervical Cytology update courses as required by NHSCSP.
- An extensive knowledge of trust policies such as those covering HR, H+S and Finance.
- Experience of Non-gynaecological screening service inclusive of sample preparation techniques, diagnostic analysis and adjunctive testing. Attained through in-house and external training.

Analytical and judgemental skills

- Independent interpretation and reporting of negative and all grades of abnormal cervical smears judging highly complex cellular patterns, giving clinical advice on patient management take into consideration differing clinical opinions and available patient data.
- Make technical decisions regarding specimen handling, description, adequacy and processing for diagnostic and cervical cytology samples that may have serious consequences for patient care.
- Represent the department as the expert Clinical Cytologist during participation at internal and external MDT's, making assessments where expert opinions on diagnosis may differ.
- Able to recognise patterns of abnormality and relate them to clinical situations and provide appropriate clinical advice.
- Able to analyse information which can be highly complex, from out as well as in the service to evaluate differential diagnoses.
- Review screening histories and smears on new cases of cervical cancer, deciding when external opinion should be sought.
- Participation with the strategic management and forward planning of the department.
- Evaluate national EQA submission data and initiate remedial actions should quality fall below standard.
- Use of complex analytical judgments to allow critical assessment of training slides and appropriate use of training materials in the department.
- Undertake and participate in Audit and evaluation of suitable equipment for the department and assess impact on the department.
- Ability to Interpret patterns of diagnostic non-gynaecological cellular material to identify potential abnormal cells and the adequacy of the sample.

Planning and organisational skills

- Ability to organise and prioritise personal workload on a daily basis.
- Contribute to the formation of strategic plans for the department ensuring cervical screening service is developed in line with national policy e.g., LBC conversion, HPV Implementation
- Act on information provided from departmental and national audits and contribute to the action plan for the department.

Physical skills

- Highly developed hand-eye coordination and precision for detection and interpretation of cellular abnormalities in cervical samples
- Good visual acuity is essential for microscopy work.

- Basic keyboard skills are required for accurate data input, retrieval, interrogation and manipulation.
- Manual handling and load handling when required.
- Ability to label and catalogue accurately and carefully.
- Ability to consistently maintain attention to detail.

Responsibilities for patient / client care

- Independently responsible for producing diagnostic results for patients and providing highly specialised clinical advice concerning diagnosis, management and treatment of patients which may have medico-legal implications.
- Participation with primary and checker screening of patient samples and recording the diagnostic outcome in the laboratory IT system.
- Responsible for contributing to the management of the cytology service to provide a high standard of patient care.
- Adhere to the Trusts IG Policy with incidental enquiries from the public.
- Give independent opinion on non-gynaecological specimens prior to consultant reporting (Pre-Screening).

Responsibilities for policy and service development

- Propose changes and develop policies to ensure service provision meets local and national standards.
- Participate with the creation, development and implementation of policies and Standard Operational Procedures throughout cytology.
- Responsible for implementing policy changes that are initiated by the Trust e.g. Human Resources, Health & Safety and ensuring they are adhered to.
- Ensuring all changes that are mandated by the NHSCSP are implemented in cytology, working in co-ordination with the senior management team.

Responsibilities for financial and physical resources

- Contribute to the formulation of departmental financial initiatives including the following: -
 - income generation
 - Cost improvements
 - Appropriate use of staff overtime
 - Advise on equipment purchase
- Responsibility for physical resources as follows:
- Audit and monitoring of departmental equipment including staff safe usage and competency.

Responsibilities for human resources

- Supports the day-to-day management of the Cytology team with advice and direction.
- Responsible for the education, training and development of clinical, technical and support staff including smear takers in the community on NHSCSP issues, inclusive of departmental visits.
- Ability to lecture at undergraduate and postgraduate levels.
- Represent the department at trust and external meetings as required.

Responsibilities for information resources

- Use computer software to develop and create reports and databases (e.g. Staff workload and screening stats (cyres), HPV Tests, TAT)
- Produce, compile, analyse and validate data to provide reports to internal and external

agencies on the performance of the cervical screening programme.

- Ability to collate statistics to support monitoring of staff performance in relation to local and national guidelines.
- Responsible for entering own test results onto the computer system and ensuring accuracy to detail is maintained.
- Complete a weekly individual timesheet and screening worksheet as required by the department.
- Use information from reference sources, Risk assessments and SOPs to contribute to the delivery of the cytology service.
- Authorisation level to enable the removal and amendments to previously authorised results, following departmental procedures.

Responsibilities for research and development

- Undertake audits and user surveys as necessary, leading to service improvements.
- Contribute to development of the service in line with best clinical practice and new developments.
- Evaluation and introduction of new equipment and consumables.
- Ability, at a post-graduate level, to act as a supervisor for post and undergraduate student projects.
- Responsible for monitoring audit activities and ensuring they are completed fully on time.

Freedom to act

- Guided by broad scientific principles, departmental operational procedures (SOP's) and clinical policies but has freedom to establish the way in which these should be interpreted within the department, across the Trust and also the wider health community.
- As the departments expert representative at internal and external MDT's you are required to give 'on the spot' expert diagnostic opinions and advice on patient management and follow-up
- Autonomous reporting of cervical cytology samples of all grades of abnormality inclusive of HPV testing. This may include the upgrading or down grading of other colleagues' opinions.
- Provide independent advice on clinical management of patients according to diagnostic outcome.
- Suggest possible patient follow-up 'out of line' with guidelines in order to obtain a better outcome for the patient.
- Working with the senior management team for cytology to provide a high quality and efficient service meeting users need and aligning to NHSCSP requirements.
- Point of contact to users of the service giving specialist clinical and technical advice as required.
- Provide diagnostic opinion for non-gynaecological specimens prior to consultant reporting.

Physical effort

- Frequent requirement to sit in restricted position for microscopy.
- Required to perform repetitive movements in a confined area.
- Occasional requirement for load handling.

Mental effort

- Prolonged periods of concentration on microscopy and report writing (for up to 6 hours per day)
- Periods of in-depth mental attention when participating in case discussions at MDT
- Maintain concentration on the task in hand whilst prone to frequent interruptions.

- Ability to respond to unexpected situations and resolve at short notice.
- Proactive engagement in management meetings.

Emotional effort

- Occasional exposure to distressing and emotional circumstances when dealing with staff issues such as staff attitude or screener capability.
- On rare occasions when own performance is called in to question emotional affects are expected.
- Adherence to the Trust Confidentiality and IG policies
- Exposure to discussions of complex, emotive cases in MDT meetings

Working conditions

- Infrequent exposure to contained chemicals hazardous substance and body fluids.
- Required to work wearing personal protective equipment on an infrequent basis.
- Occasional exposure to highly unpleasant working conditions such as high room temperature or low room temperatures.

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future developments in the service and the impact of new technology in the role. Appropriate training will be provided to support essential additional skills required.

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

Signed: (Member of staff)		Date	
Signed: (Line Manager)		Date	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 14,000 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



Our Vision & Identity

Our UHDB Identity is that we provide '*Exceptional Care Together*', which is our 'Why?'. It is the fundamental purpose that guides all that we do.



Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness and Excellence...**



Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

Equality, Inclusion and Diversity

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

Freedom to Speak up

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

Data Protection

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

Confidentiality

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

Infection Control

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself.
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff.
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Health and Safety at Work Act

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

Smoke free Trust

The smoke free policy applies to staff, patients, resident's visitors and contractors.

Research

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".